



# Secretary of State

---

*Kim Wyman*

## **Elections Internship – Legislative Session**

January – March 2014

The Washington State Secretary of State's Office is seeking qualified undergraduate and graduate students for an unpaid internship to assist the Secretary of State's Election Division. The Office of Secretary of State includes the Elections Division, Washington State Library, Washington State Archives, and Corporations and Charities Division. The intern's primary responsibility will be assisting the Elections team.

### ***Place of Employment and Duties***

The internship lasts from early January to mid-March 2014, depending on the student's academic schedule. The intern will work in the Elections Division of the Secretary of State located at 520 Union Ave SE, in Olympia, Washington. The intern will have access to a computer and other necessary equipment to complete assigned tasks. The standard work day is 8 a.m. to 5 p.m., Monday through Friday with some flexibility contingent upon class times and credit requirements.

The intern will support the Elections Division with developing online training efforts, assemble weekly newsletters, assist with the elections outreach program and other duties as assigned.

The Elections Division Administrative Assistant will provide assignments, direction and guidance, and work with the intern's school to ensure that all academic requisites have been completed in order for the intern to earn college credit.

### ***Pre-requisites and Application Process***

Prospective interns must be completing or have completed a degree in the field of Political Science, Public Administration, Public Policy, Communication, Journalism, Pre-law or other applicable field. The ideal candidate must be able to demonstrate research and writing abilities, have an understanding of the governmental process and the ability to perform basic word processing tasks.

***Closing date for consideration will be November, 18<sup>th</sup>. Interviews will then be conducted in person or over the phone during the first week of December. The selected candidate will begin work in early January 2014.***

Interested individuals should send a cover letter, resume and two references (an academic and recent job) to Adam Noble, Internship Coordinator, Office of the Secretary of State, P.O. Box 40220, Olympia, WA 98504-0220 or e-mail: [adam.noble@sos.wa.gov](mailto:adam.noble@sos.wa.gov) please also include [cheri.kennedy@sos.wa.gov](mailto:cheri.kennedy@sos.wa.gov) in your emails.